

STANDARD FORM NO. 64

~~SECRET~~

Executive Order

1-3466

~~CONFIDENTIAL~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: 2 November 1950

FROM : Management Officer

SUBJECT: Table of Organization, Office of Policy Coordination.

1. The attached was prepared at the request of the Special Assistant to the Assistant Director for Policy Coordination.

2. In August 1950 an additional position of Special Assistant (IAC) to the Assistant Director was authorized. It was the belief of this Staff at that time that the authorized secretarial positions in the immediate office of the Assistant Director would be sufficient to handle workload of the office.

3. Since the additional Special Assistant entered on duty he has been made Chairman of the Office of Policy Coordination Project Board which has the authority to approve or reject for the Assistant Director all proposed Office of Policy Coordination projects. The Special Assistant also conducts high-level liaison for the Assistant Director with the Department of Defense. Secretarial assistance of one full-time person detailed from another office has been required for the Special Assistant.

4. There are presently three secretary positions authorized for the immediate office of the Assistant Director. It is the opinion of this Staff that the attached request for an additional secretary position is justified based on present workload.

5. Funds for the additional position are available within existing Office of Policy Coordination allotments as indicated in the attached memorandum. With the addition of this position the departmental vouchered table of organization would be increased from positions.

6. Recommend approval.

FOR NO. 100-100000
IN CLASS. 100-100000
NEKI REV. DATE 10-15-50
NO. POS. 100-100000
REV CLASS. REV COORD.

22935-EDOC

25X1

Attachment: Memorandum dated 19 October 1950.

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FOIAB3B

Budget Officer

APPROVED:

~~CONFIDENTIAL~~

Date

6 Nov 1950

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